PCA- Monitor Average Actual Acquisition Cost Program (AAC) on a Monthly Basis and Update Rates as Needed

Purpose: To evaluate important trends in reimbursement and service utilization.

Identification of Roles:
1. <u>Pharmacy Tech</u> – operates pharmacy help desk phone line.
2. <u>Data Analyst</u> – performs technical/statistical analyses for AAC.
3. <u>Pharmacy Manager</u> – analysis, consultation/communication with the Department of Human Services (DHS) policy staff and providers, final review of AAC rates.

Performance Standards:
No performance standard in the RFP.

Path of Business Procedure:
Step 1:   Monitor patent status
- Regularly check the United States (US) Food and Drug Administration (FDA) website for status of drug patents.

Step 2:   Monitor Federal Upper Limit (FUL) changes
- Check Center for Medicare and Medicaid Services (CMS) website for announcements of pending FUL changes twice weekly to maintain current knowledge of the status of FULs.
- Notify the Department of Human Services (DHS) of updates to FUL
- Notify Point of Sale (POS) of updates to FUL.

Step 3:   Monitor changes in treatment guidelines.
- Guideline updates will be monitored through continued clinical education and maintained relationships with clinicians in the local Universities.

Step 4:   Based on monitoring process identify need to investigate/reevaluate AAC drug list or AAC Rate.

Step 5:   Calculate new AAC rates.

Step 6:   Review/analyze new AAC rates.

Step 7:   Send AAC rates to DHS and Pharmacy Medical for review and evaluation with respect to PDL.

Step 8:   Finalize AAC rate file.

Step 9:   Prepare Informational Release.

Step 10:   Send Information Release to DHS for review via e-mail.
Step 11:   Determine effective date of the rate change.
Step 12:   Notify POS of new AAC rates and effective date loaded to the POS File Transfer Protocol (FTP) site.
Step 13:   Update the Iowa AAC website with new AAC rates. Website address: www.mslc.com/Iowa/
Step 14:   Verify rates have been correctly input to POS.
Step 15:   Operate a help desk phone line to assist pharmacy providers with questions regarding the AAC program.

Forms/Reports:
1.   AAC rate file
2.   Informational Release

RFP References:
6.7.2.2.3

Interfaces:
Point of Sale (POS)

Attachments:
N/A